

1 JAN 1948

OFFICE OF COLLECTION AND DISSEMINATION

1. Provides the centralized services required for the maintenance of effective CIA and interdepartmental coordination in the establishment of intelligence requirements, the collection of information and intelligence responsive to requirements, and the dissemination of information and intelligence to those who need to know.
2. Provides direct liaison services between CIA and other agencies of the government for the interchange of intelligence materials in documentary and other forms; and, in accordance with policy laid down by the National Security Council and by the Director of Central Intelligence, coordinates those direct contacts on the working level between personnel of CIA and of other agencies which must be maintained in order to ensure a free interchange of intelligence information and intelligence.
3. Provides a repository in the CIA library for documentary intelligence materials, affording loan and bibliographic services to all the IAC Agencies; provides archival services for correspondence received and originated by CIA; and administers the Executive Registry and Top Secret Control offices of CIA.
4. Initiates and coordinates action taken by CIA in order to effect necessary changes in the security classification imposed upon specific documentary intelligence materials.
5. Provides support by business machines and other special equipment for those operations of CIA which can benefit from their use; maintains files and machine indexes for bibliographic, biographic, industrial and graphic intelligence data, and for potential domestic sources of foreign intelligence data; and provides advisory services for other agencies, upon request, in connection with the adaptation of special equipment and business machines to intelligence purposes.

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HS/HC- 8/1455

STANDARD FORM NO. 64

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Office Memorandum UNITED STATES GOVERNMENT

TO : Management

DATE: 2 July 1948

FROM : Asst Director OGD

SUBJECT: LIAISON BRANCH - Functions

1. Messrs Babbitt and Stevens of ORE have gone over this statement very carefully, and they concur.

2. Further, they have agreed that Paragraph 5 in the Plans & Policy Statement of Function will be amended to read "In collaboration with OGD arranges for and supervises liaison between ORE and other agencies." Management please watch for this when ORE statements of function are received.

3. Hope you won't remove the dependent phrase in paragraph 2 of the Liaison Branch statement. Without it "ascertaining capabilities" becomes a barren and fruitless aspiration, with overtones of the conference room. Replace the word "survey" if you object to it. How about "study", "analysis", "examination", "scrutiny"? (I still think "survey" is the right word in this context.)

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JMAndrews

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State of Function

1 July 1948

LIAISON BRANCH (O.C.D.)

1. In direct consultation with other offices of CIA and of other government agencies, plans and performs the centralized services needed in order to achieve and maintain effective CIA and interdepartmental coordination in

a. The free and unrestricted interchange of available intelligence information and intelligence, as stipulated by NSC Intelligence Directives No 1, Paragraphs 8 and 9, and No 2, Paragraph 7, and

b. The formulation of clearly defined intelligence requirements, reflecting the needs of all concerned, and such that they may be acted upon in the manner prescribed by NSC Intelligence Directive No 2, Paragraph 4, and

c. The issuing of CIA Collection Directives, expressive of the requirements, utilizing the collecting and reporting facilities of each of the agencies so as to avoid unproductive duplication and overlap, and

d. The dissemination of intelligence information and intelligence to all who need to know, as stipulated by NSC Intelligence Directive No 1, Paragraphs 5, 6 and 8.

2. Ascertains, by continuing survey of the successes and failures achieved, the capabilities of the several agencies to collect required intelligence information; and initiates, as appropriate, recommendations designed to strengthen the overall collection effort.

3. In consultation with other offices of CIA, and in accordance with policy laid down by the National Security Council and by CIA Headquarters, coordinates those direct contacts on the working level which must be maintained between personnel of CIA and of the other agencies in order to ensure a free and unrestricted interchange of intelligence information and intelligence.

RE: Above statement has been one over comma by comma with Messrs Babbitt and St. V. of CIB, and they concur.

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STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Management
FROM : Asst Director, OGD
SUBJECT: GRAPHICS REGISTER - Functional Statement

DATE: 1 July 1948

M.T.B.
It is true, as you say, that ~~Central Index~~ actually punches the cards for Graphics Register and Library and operates their IBM files. This is an important point in working up T/O's and Budgets.

M.T.B.
But it is unimportant in the functional statement whether the machine operators who do this work come under the administration of ~~Central Index~~ or of Graphics Register.

The important point, for this statement, is that Graphics Register like the other Registers is doing a central job for all the IAC Agencies by means of IBM equipment. Hence the wording which I have used.

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J.M.Andrews

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Statement of Function

1 July 1948

GRAPHICS REGISTER (O.C.D.)

1. Performs those central services which are required, by CIA and other government agencies, for the effective exploitation of existing intelligence materials in graphic form, including:
 - a. Maintenance of a central machine index of maps covering foreign areas, so designed as to provide for all agencies a rapid means of locating specific maps, satisfying particular intelligence requirements, wherever they may be held, and
 - b. Maintenance of a collection of photographs having intelligence value, open to all the IAC Agencies, and of a machine index designed ultimately to provide for all concerned a rapid means of locating specific photographs, satisfying particular intelligence requirements, wherever they may be held, and
 - c. Maintenance of a machine index to moving picture films having intelligence value, designed ultimately to provide for all agencies a rapid means of locating specific film footage satisfying particular intelligence requirements, and
 - d. Procurement, through appropriate collecting facilities, of photographs and films required by CIA and other IAC Agencies.
2. Ascertains, by direct consultation with the ~~photo-~~^{appropriate} graphic and film units of other agencies, the quantity and quality of foreign intelligence coverage in graphic media.

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STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Management
FROM : Asst Director OGD
SUBJECT: Machine Techniques Branch

DATE: 1 July 1948

This is the former Central Index. Col Shannon has been apprised of change of name, and he agrees with us it is an improvement.

Former name did not describe what the Branch really was doing, and it implied that it was performing a function which in fact is split among the several Registers and the Library.

The change of name will, I know, involve us in wearisome correction of many outstanding papers and commitments; but I believe it would not be desirable to postpone any longer the change. (Simultaneously, we will have to change the "Intelligence Documents Division" into the CIA Library).

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Statement of Function

1 July 1948

MACHINE TECHNIQUESBRANCH (O.C.D.)

1. Performs pivotal machine services for the CIA Library and the several Registers of OCD, including
 - a. Planning and development of new machines for the processing and indexing of intelligence information, in direct consultation with governmental and commercial organizations concerned therein, and
 - b. Study of machine techniques, and indoctrination of CIA personnel therein, to the end that such techniques may be adapted where feasible to CIA operations, and
 - c. Performance of such machine operations for the CIA Library and the several Registers as the latter are not equipped to perform for themselves.
2. Performs such specific machine operations for other offices of CIA and of other government agencies as are from time to time assigned by CIA Headquarters, including on 1 July 1948:
 - a. The machine indexing of administrative data on CIA personnel, and
 - b. The machine indexing of place names approved by the U.S. Board of Geographic Names.
3. Serves, upon request, in an advisory and consultative capacity to other agencies on problems concerning the adaptation of machine techniques to the national intelligence effort.

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Statement of Function

1 July 1948

B I O G R A P H I C R E G I S T E R (O.C.D.)

1. Performs those central services, in connection with the processing and maintenance of biographic data on foreign personalities, which are required for successful interdepartmental coordination in the biographic aspects of national intelligence. In connection therewith:

a. Assumes primary responsibility for the maintenance of biographic data on foreign scientific and technological personalities, as stipulated by NSC Intelligence Directive No 8, and

b. By direct liaison with the biographic research units of other government agencies, ensures that free and unrestricted interchange of biographic intelligence information and intelligence which is stipulated by NSC Intelligence Directives No 1, Paragraphs 8 and 9, and No 2, Paragraph 7, and

c. Maintains for the use of all the IAC agencies, to the extent permitted by budgetary and other limitations, a central machine index of all important foreign personalities who are recorded in the biographic files of other agencies.

2. Ascertains the quantity and quality of biographic data available for national intelligence purposes, and initiates recommendations designed to strengthen the overall structure of the government's biographic intelligence.

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Statement of Function

1 July 1948

INDUSTRIAL REGISTER (O.C.D.)

1. Performs those central services which are needed for the effective interdepartmental correlation and analysis of intelligence information concerning foreign industrial potential and installations. In connection therewith:

a. Correlates incoming items of intelligence information received from all the agencies, and prepares therefrom consolidated summary sheets each of which shows specific data on a specific foreign industrial plant, and

b. Maintains a central machine index, based on the summary sheets, to the end that listings may rapidly be made, upon request from any of the IAC Agencies, showing all industrial installations in a given area, or all plants of a given type in any area, or any required selection, combination or arrangement thereof, and

c. In direct liaison with the industrial research units of other agencies, maintains that free and unrestricted exchange of intelligence information which is stipulated by NSC Intelligence Directive No 2, Paragraph 7.

2. Ascertains the extent and quality of interdepartmental coverage on foreign industrial information and intelligence, and initiates recommendations designed to strengthen the overall intelligence structure as it relates thereto.

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1 July 1948

CONTACT REGISTER (O.C.D.)

1. Performs those central services which are needed for the effective exploitation, by CIA in accordance with NSC Intelligence Directive No 7, of non-governmental sources of foreign intelligence data in the United States. In connection therewith:
 - a. Determines, from all available data and in direct consultation with the Office of Operations, the identities of individuals and organizations in the United States likely to possess information or intelligence concerning particular foreign areas or subjects, and
 - b. In direct liaison with the appropriate offices of other agencies, ensures receipt by CIA of information concerning domestic potential sources of foreign intelligence, as prescribed by NSC Intelligence Directive No 7, Paragraph 3 c, and
 - c. Maintains a central file and machine index of all such potential sources, as required by NSC Intelligence Directive No 7, Paragraph 2 a, to the end that specific intelligence requirements may be rapidly correlated with the sources potentially best able to satisfy them.
2. Ascertains the extent and quality of domestic coverage for foreign intelligence information and intelligence, and initiates recommendations designed to strengthen the domestic collection effort.

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STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Management
FROM : Asst Director, OCD
SUBJECT: CIA LIBRARY - Functional statement

DATE: 1 July 1948

I don't object to your removing the last statement in paragraph 5, but I think it serves two possibly useful ends:

1. That the function of preparing bibliographies by IEM and Facsimile equipment does not duplicate the function or preparing bibliographies by routine methods, as described in paragraph 4, and

2. That this is a new function which is only now aborning. We shan't even have the equipment to begin it until autumn, and I shall be ~~extremely~~ embarrassed if readers of these statements immediately call upon me to stand and deliver.

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Statement of Function

1 July 1948

C I A L I B R A R Y (O.C.D.)

1. Serves as a central repository, open to all the IAC Agencies, of foreign intelligence information and intelligence received in documentary form from all sources.
2. Catalogs and accounts for all printed materials in CIA custody, save such as may be excepted by CIA Headquarters.
3. Initiates procurement, by loan or purchase, of documentary materials required by CIA research analysts.
4. Prepares bibliographies, upon request from other offices of CIA and of other government agencies, of existing documentary materials bearing upon particular foreign areas and subjects.
5. Abstracts and classifies subject matter of incoming documentary materials, to the end that there may be developed a central machine index, at the disposal of participating agencies, providing rapid reference to existing intelligence information and intelligence bearing upon particular foreign areas and subjects; this function to supersede that of preparing bibliographies by routine methods.
6. By direct liaison with other libraries, effected where appropriate through the Office of Operations, ascertains the quantity and quality of intelligence information and intelligence available for exploitation by the IAC Agencies; incorporating abstracts and locator information concerning documents of outstanding intelligence value in the central machine index.
7. Effects distribution of documentary intelligence materials in accordance with instructions received from the Liaison Branch, OCD.